

**Tasking Memorandum No. 99-93**

**Memorandum For** Cdrs DCMDs, DCMC CAOs, DCMC HQ Executive Directors

**Subject:** DoD Deskbook - CD Distribution (TASKING)

**Date:** JAN 28 1999

**Suspense Date:** February 28, 1999

**Target Audience:** All DCMC

**Requirement(s):**

- Minimize the number of DoD Deskbook compact disks (CDs) distributed to DCMC organizations and individual personnel.
- District Headquarters, CAOs, DCMC HQ elements should review the attached listing (MS Excel worksheet) of organizational elements that currently receive CD versions of the DoD Deskbook and eliminate all requirements other than one CD for each element that maintains their own local area network (LAN). DCMDI CAOs may take exception to limitation as they deem necessary.
- The action can be completed by sending an e-mail to: [kelly.brewer@deskbook.wpafb.af.mil](mailto:kelly.brewer@deskbook.wpafb.af.mil). The e-mail message should include the complete information from your listing or listings in the attachment. You can copy and paste the entire line/s into the message that requests cancellation or modification of the standing order.
  - Someone in each District HQ, CAO, and DCMC HQ should review the list and notify the individuals in the organization who are listed. Actions to request cancellation can be done at the organization vice individual level if desired.
  - DCMC HQ will review the Deskbook listing in 30 days to ascertain that appropriate action has been taken.

**Necessity for action:**

- DCMC, as well as other Services and Agencies, pay for the operations of the DoD Deskbook. Production of CDs and their distribution are an expense that can be virtually eliminated.
- Since the CDs are only updated every 3 months, accessing acquisition data from the CD can mean that you are getting out of date information.
- Now that the Deskbook is available in its entirety on the Web, there is no need for individuals to use CDs. While use of the CD via a LAN can provide some access speed advantages, remember to caution users to select the option of getting data via the Web vice the CD or they will be subject to the currency failing noted above.

- PLAS code for this action is 192.

**Point of Contact for Further Information:**

richard.horne@hq.dla.mil Policy Development and Deployment/703.767.2359

**Signature:**

JILL E. PETTIBONE

Executive Director

Contract Management Operations